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ADM-105

DD/S&T 2316-57

10/12/1971

MEMORANDUM FOR: Director of ELINT
Director of Research and Development
Director of Scientific Intelligence
Director of Special Activities
Director of Special Projects
Director of Computer Services
Director of Foreign Missile and
Space Analysis Center

SUBJECT : Agency Policy on Information Processing
and ADP, [redacted] 25 July 1966

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1. Information Processing and ADP and stated that "Each Deputy Director shall appoint an Information Processing Coordinator to establish priorities, develop programs and, as appropriate, undertake problem analysis to meet the information processing requirements of his Directorate." Mr. Charles A. Briggs has been designated the IP Coordinator for this Directorate, in addition to his position as Director of Computer Services. In the former position, he supports the DD/S&T in a staff capacity, as distinct from his line role as Director of Computer Services.

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2. The preparation of the S&T Five-Year ADP Plan is an example of the kind of planning and reporting on ADP matters that can be expected to continue into the future. On a more frequent basis, Office plans are prepared for acquisition of hardware, of personnel for systems analysis or programming jobs or for contract support, including ADP hardware or software. These, too, must be put in an overall Directorate context, hence be reviewed by the Directorate IP Coordinator. Finally, R&D plans and programs in information processing are part of the total package on which subject notice intends that the IP Coordinator should focus.

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3. To facilitate the compilation of ADP data and to serve as a focal point within each Office for intra-directorate coordination on ADP matters, Office Directors shall designate an ADP Officer. The ADP Officer will:

a. Assure the responsiveness of the Office to requirements for data and/or reports as necessary to comply with the ADP requirements of the BOB, GSA, and CIA IP Staff.

b. Ensure that new plans or requirements for central ADP services are properly coordinated with OCS and the Directorate IP Coordinator.

c. Resolve priority conflicts which may arise within his Office for OCS support.

d. Participate in action to resolve priority conflicts which may arise between Offices for OCS support.

e. Ensure that contracts which are related principally to ADP activity and that acquisition of ADP equipment or development of programs are coordinated with the Directorate IP Coordinator.

4. The appointment of an ADP Officer is intended only as a means of accomplishing necessary staff activities and is not intended as a substitute for line responsibilities. Please advise Mr. Briggs of your ADP Officer designee by 15 June 1967.



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CARL E. DUGEMETT
Deputy Director
for
Science and Technology

OCS (22 May 67)

O/DD/S&T [redacted] /kfh (5 June 67)

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